

# Alcohol and Substance Misuse Policy

## Statement

Tisbury Pre-school strives to achieve the highest possible standards of health and safety for the children in our care and for our employees, volunteers, students and visitors.

We recognise that we can contribute to a safe and healthy environment by preventing drugs and alcohol problems, by raising awareness, by identifying problems at the earliest stage and by offering support to those who have a problem.

We ensure that drugs and alcohol problems are dealt with effectively and consistently so that workers are protected and those affected are encouraged to seek help. We expect all of those to whom this applies to support this policy and in doing so comply with the procedures in place.

For the purposes of this policy, drug and alcohol problems are defined as those which incorporate a variety of behaviours caused by drugs or alcohol which may be problematic to the individual and/or to the organisation for which the individual works.

This policy applies to all our employees, volunteers, students and visitors, as well as subcontractors (including agency and self-employed), consultants and employees of other organisations when working on our sites and premises.

## Procedures

### Regarding Employees, Volunteers or Students

- Employees, volunteers or students are always expected to carry out their duties at pre-school professionally and safely and must not be under the influence of alcohol, drugs or solvents prior to or during working hours.
- Employees, volunteers, students or visitors must not be in possession of any illegal drugs or alcohol whilst working at our premises.
- Employees, volunteers or students taking medication must inform the Pre-School Manager and any medication, either prescribed or over the counter, must be kept in a secure manner, in line with our Administering Medicines Policy.

- If any employee, volunteer, student or parent suspects an employee to be misusing alcohol or substances, they should speak, in confidence, with the Pre-School Manager or the Chair of the Pre-School Committee.
- The Pre-School Committee must maintain a check on aspects of its employees' work including Absenteeism, Incidents of accidents or reportable incidents, poor or reduced performance and any changes in conduct, behaviour or appearance.
- If it is believed that the employee, volunteer or student is unfit for work due to alcohol or substance misuse, they will be asked to leave the pre-school premises by the Pre-School Manager, having been advised of the support available to them and their rights in accordance with our disciplinary procedures. The Chair of Committee will be informed immediately to advise them of the situation and arrangements to bring in cover staff, or the decision to close the pre-school for the session will be made.
- The Chair of the Committee will arrange a meeting with the member of staff, volunteer or student in private to explore the areas of concern. The member of staff, volunteer or student will be assured that all discussion will be kept confidential. During this meeting, possible work-related causes will be discussed and future action agreed.
- Regular meetings to monitor progress will be arranged.
- Support for the employee, volunteer or student may be provided in the form of counselling, treatment and reintegration into work, as appropriate.
- Absence for treatment and rehabilitation will be regarded as normal sickness and normal conditions during periods of absence will apply.

#### Regarding Parents, Carers or Nominated Responsible Persons

- If staff have reason to suspect that a parent, carer or nominated person wishing to collect a child is under the influence of alcohol or drugs, the child will not be allowed to leave with that person. Pre-school staff will:
  - Make contact with the child's other parent, carer or emergency contact (details obtained from the child's records)
  - If the parent/carer is intending to drive, staff will advise them to reconsider and inform them that staff will contact the police if the intention is still to drive.
  - If the staff consider that the child is at serious risk of immediate harm, the police will be contacted.

- Staff will consider referring to Social Services should there continue to be concerns over a parent/carer/nominated responsible person’s conduct, regarding alcohol or substance misuse

This policy was adopted by: Tisbury Pre-school Committee  
On: (date) .....  
Signed on behalf of the provider: .....  
Name of signatory: .....  
Position: .....  
This policy is due for review on: .....